



Presented by
Management Forum

Managing Information Flows for IP (Intellectual Property) Purposes: Trade Secrets

17 October 2025

An in-depth look at how to protect your confidential information and trade secrets during IP transactions.



Format:
Live online



CPD:
6 hours for your records



Certificate of
completion

Course overview

This practical one-day course will enhance your knowledge of the principles and practice of information management in IP transactions, with a special focus on trade secrets.

Safeguarding trade secrets is essential for maintaining a company's competitive edge, ensuring financial stability, fostering innovation and maintaining legal protection. They also play a crucial role in strategic positioning, maintaining customer trust, operational efficiency, and employee loyalty. Companies that prioritise the protection of their trade secrets will be better positioned to sustain long-term success in a competitive market.

This course looks at the criteria and principles of managing confidential information, know-how and trade secrets as part of an IP strategy. Trade secrets are a special type of confidential information that need to be managed carefully inside and outside the organisation to ensure your business gets the best commercial benefits from them.

Trade secrets may be commercial or technical in nature and should be treated with the utmost confidentiality to maintain their integrity. A trade secret is an intellectual asset and as such forms a very important part of any IP portfolio. Trade secrets are important to all businesses and may be particularly important for SMEs, start-ups, and early-stage companies.

The course is presented by the expert trainer in three main subject areas:

- Theory and background
- Management of information to secure trade secrets
- Trade secrets in inter-company negotiations

The course includes practical exercises to help embed the learning. There will also be plenty of time for you to ask the expert trainer your questions.

Benefits of attending

By attending this event you will:

- **Gain** a better understanding of the types of confidential information
- **Get to grips** with the role of trade secrets in an IP portfolio
- **Learn** to manage access to information in your organisation
- **Understand** the basics of the Trade Secrets Directives
- **Consider** how to use trade secrets for commercial purposes

Who should attend?

This course has been specially designed for all those working in the life-sciences sector, in technical industries, and other commercial innovation enterprises. It will be of particular use to:

- IP managers
- Patent research specialists
- R&D managers
- IP legal professionals
- Patent and trade mark attorneys
- Technology transfer specialists
- CTOs
- Information managers

Programme

Theory and background

- Background and an overview of:
 - Current trade secrets laws
 - Directives and treaties in Europe and the USA
 - How the legislation impacts business practices
- Trade secrets, know-how and patents as part of the IP portfolio
- The importance of timing
- When to disclose information

Practical exercise: How to recognise a trade secret

Management of information to secure trade secrets

- Trade secrets are only of value if they remain a secret
- Points to consider to guard trade secrets in-house:
 - Who should have access to trade secrets?
 - How to record trade secrets
 - Review of tools available to manage trade secrets
- Recording, assessing and managing trade secrets as part of an innovation harvesting process in-house

Practical exercise: How to manage confidential information

Trade secrets in inter-company negotiations

- How to provide access to confidential information to third parties
- The importance of managing contractual agreements for international business discussions
- Should trade secrets ever be disclosed?

Practical exercise: How to manage access to confidential information

Presenter



Jane List

Jane List founded Extract Information Limited, Cambridgeshire, UK, in 2013. Extract Information provides legal and industry focussed patent searching and reporting, IP management support for small companies, and product development consultancy for the information industry. Jane previously worked in IP and information analyst roles at The Technology Partnership (TTP) plc, Xaar plc and the European Molecular Biology Laboratory. She also worked in the information industry where she held commercial, content, and product development roles at Lighthouse IP, ProQuest, and DataStar. Throughout her career she has provided training in the management, retrieval and analysis of scientific, technical, medical, commercial and patent information, most recently through CIIPM where she developed the course in IP and Commercialisation.

Jane has qualifications in Chemistry, Information Science, and IP Law, and was for ten years, until December 2023, Editor in Chief of World Patent Information (WPI)Journal. She remains on the Advisory Board of WPI, and she is also on the Board of CEPIUG.

Course date

17 October 2025

Live online

09:30-17:30 **UK (London)** (UTC+01)

Course code 15289


GBP **599** ~~699~~

EUR **839** ~~979~~


USD **963** ~~1,119~~


Until 12 Sep

How to book

 **Online:**
ipi.academy/2452

Alternatively contact us to book, or if you have any queries:

 **Email:**
info@ipiacademy.com

 **Phone:**
[+44 \(0\)20 7749 4749](tel:+442077494749)

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

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For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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